



MILWAUKEE COUNTY

DEPARTMENT OF HEALTH AND HUMAN

SERVICES

REQUEST FOR PROPOSAL

TECHNICAL ASSISTANCE
FOR IMPLEMENTATION OF SYSTEM REDESIGN

Date Issued: May 23, 2012
Responses Due: June 8, 2012



Milwaukee County

May 2012

To: Business Organizations, Individuals and other Interested Parties:

The Milwaukee County Department of Health and Human Services (DHHS) Behavioral Health Division invites business organizations and interested parties to participate in the Request for Proposal (RFP) to provide technical assistance related to Mental Health System Redesign to be purchased in the year 2012.

Application materials are available as of **May 23, 2012**, from the Milwaukee County DHHS Contract Administration site: http://county.milwaukee.gov/DHHS_bids

Questions pertaining to this RFP should be submitted in writing **no later than May 29, 2012**, via email to the Milwaukee County Department of Health and Human Services at: BHDContracts@milwcnty.com. The subject line should reference "Technical Assistance RFP – Question." Written answers will be posted by June 1, 2012 at: http://county.milwaukee.gov/DHHS_bids

All proposals are due no later than 4:30 p.m. CDT on **June 8, 2012**, as detailed in the RFP.

Thank you for your interest in providing services to Milwaukee County by participating in this RFP process.

Sincerely,

Héctor Colón, Director
Department of Health and Human Services

INTRODUCTION

The Milwaukee County Department of Health and Human Services (DHHS) is soliciting competitive sealed proposals from qualified firms to provide technical assistance for Mental Health System Redesign, complying with all terms and conditions described in this document.

1.0 INSTRUCTIONS TO THE PROPOSER

The RFP Manager is David Johnson.
Milwaukee County Behavioral Health Division
9455 W. Watertown Plank Road
Milwaukee, WI 53226
Phone: 414-257-5255
Email: david.johnson@milwcnty.com

RFP Materials can be downloaded from the Milwaukee County DHHS Contract Administration site: This site should be checked frequently, as all revisions/ amendments to the RFP and the written answers to the questions will be posted on the website. It is the responsibility of the applicant to respond to all requirements as they appear in the posted revisions.

1.1 Communication/Questions and RFP Addenda

Proposers are expected to raise any questions they have concerning the RFP document and appendices (if any) during this process. If a Proposer discovers any significant ambiguity, error, discrepancy, omission, conflict within this document, or conflict with law, rules or regulations or any other deficiency in this RFP, the Proposer must immediately notify the RFP Manager of such error and request modification or clarification of the RFP. Any questions or requests for clarifications must be directed **in writing** to David Johnson at BHDContracts@milwcnty.com. The subject line of the email must be labeled "Technical Assistance RFP - Question". The only contact allowed with DHHS or Milwaukee County staff is through David Johnson, as stated above. **Unauthorized contact of any Milwaukee County employee is cause for rejection of the proposal.** Any additional information or clarifications that are provided to one proposer will be provided to all proposers in the form of an addendum posted to the Milwaukee County DHHS Contract Administration site at http://county.milwaukee.gov/DHHS_bids . Proposers are responsible for checking this site for any addenda that may be issued.

Proposers must submit their written inquiries via email to BHDContracts@milwcnty.com on or before **May 29, 2012**. **All questions must cite the appropriate RFP section number.** Only the final answers to the questions posted on the below website and identified as "Final" will be considered official. It is the intent of the County that these questions will be answered and posted by **June 1, 2012**, at: http://county.milwaukee.gov/DHHS_bids

If a Proposer discovers an error (which includes ambiguity, mistake, conflict, discrepancy, omission or other deficiency) in this RFP which prejudices the Proposer's ability to respond definitively to the proposal request, or which might prejudice satisfactory performance under a Contract containing the RFP provision(s) in question, the Proposer must immediately notify David Johnson in writing requesting modification or clarification of the proposal request.

No revisions to this proposal request may be made unless in the form of an official addendum issued by Milwaukee County. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, addenda will be posted to Website:

<http://www.county.milwaukee.gov/Corrections22671.htm>. **Proposers must check the website for posted addenda; they are encouraged to check daily.**

If, prior to the date fixed for the submission of proposals, a Proposer fails to notify Purchaser of an error about which it knew or should have known, and if a Contract is awarded to the Proposer, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

The provisions of the proposal of the successful Proposer will become contractual obligations. Failure or refusal of the successful Proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

Reasonable Accommodations

Upon request, DHHS will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. If the Proposer needs accommodations, please contact the RFP Manager.

1.2 Estimated Timetable for RFP

The key RFP dates are outlined in the table below titled "RFP Schedule." In the event that DHHS finds it necessary to change any of the specific dates and times in the calendar of events, it will do so by issuing an addendum to this RFP **which will be posted at:**

<http://www.county.milwaukee.gov/Corrections22671.htm>

Proposals are due by **4:30 PM CDT on June 8, 2012.**

Milestone	Date
RFP Issued	May 23, 2012
Written Questions Due	May 29, 2012
Responses to Written Questions Posted	June 1, 2012
RFP Responses Due	June 8, 2012
Proposal Evaluation	June 18, 2012
Estimated Contract Start Date*	August 1, 2012

• *Or such date mutually agreed upon by County and selected proposer.

1.3 Submission of the Response

Proposers must submit **one original and four (4) copies of the proposal by 4:30 p.m. CDT on June 8, 2012.**

Proposals may be mailed or delivered to:

Marcia P. Coggs Human Services Center
Attention: Contract Administration
Room B26
1220 West Vliet Street
Milwaukee, WI 53205

Proposals must be received in the above office by the specified time stated above. All proposals must be time-stamped as accepted by Milwaukee County by the stated time. Proposals not so stamped will not be accepted.

Each proposal should include one original and four copies of the complete proposal per the format prescribed in Sec. 2.1. To ensure confidentiality of the document, all proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- RFP title
- Proposal due date

The Proposer is responsible for any proposal inaccuracies, including errors in the Proposer's Price/Cost Proposal and any best and final offer (if applicable). The County reserves the right to reject proposals that contain errors or, at its sole discretion, waive disqualifying errors or gain clarification from a Proposer, in the event that it is in the best interest of the County to do so.

Modification Of Proposal

A Proposal is irrevocable until the Contract is awarded, unless the Proposal is withdrawn. Proposers may withdraw a Proposal in writing at any time up to the Proposal due date and time.

To accomplish this, a written request must be signed by an authorized representative of the Proposer and submitted to the RFP Manager. If a previously submitted Proposal is withdrawn before the Proposal due date and time, the Proposer may submit another at any time up to the due date and time.

Incurring Costs

Neither Milwaukee County nor its Authorized Representatives are responsible for expenses incurred by a Proposer to develop and submit its Proposal. The Proposer is entirely responsible for any costs incurred during the RFP process, including site visits for discussions, face to face interviews, presentations or negotiations of the Contract.

Renewal/Dates of Performance

Contractor shall begin work on or about August 1, 2012 and terminate July 31, 2013, unless the Contract is otherwise renewed or extended.

1.4 Disadvantaged Business Enterprise Utilization

Milwaukee County has set a goal of 17% participation of Disadvantaged Business Enterprises (DBEs) in all Procurement contracts. Applicable Milwaukee County DBE forms included with this RFP in Attachment C must be completed, signed, and submitted with each proposal. For more information, contact the Community Business Development Partners office at 414-278-5248.

Please note: If you are certified as a DBE vendor, subcontracting with a DBE is not a requirement. Please include a copy of your certification with your application.

1.5 Certification of Independent Price Determination

By responding to this proposal, the Proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this RFP:

The prices in this Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder/Proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Proposer or to any competitor; and

No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

1.6 Miscellaneous

The Contractor shall agree that the Contract and RFP shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin and will be under Jurisdictions of Milwaukee Courts.

2.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 2.1. Responses not following the format outlined may not be considered. The evaluation and selection of a proposer will be based on the information submitted in the proposer's response. Elaborate proposals (i.e. expensive artwork), beyond that sufficient to present a complete and effective response, are not necessary or desired. Additional data can be provided in appendices.

Applications submitted by an agency become the property of Milwaukee County upon submission. For agencies awarded a contract, the application material submitted is placed in an agency master file that becomes part of the contract with Milwaukee County. Successful application material becomes public information and is subject to the open records law only after the procurement process is completed and a contract is fully executed. Prior to the granting of contract awards and the full execution of a contract, the application is considered a "draft" and is not subject to the open records law except to appellant(s) to the award, subject to the proprietary information restriction as detailed below.

DHHS will destroy all unsuccessful proposals after the period of appeal has passed and if no appeal is pending at that time. The detailed and summary proposal review scoring records will be retained until the awarded contract is fully executed.

Multiple proposals from a proposer will not be permitted.

Withdrawal of Proposal -Refer to Terms and Conditions of Request for Proposal.

2.1 Response/Proposal Organization

Please follow the below format when assembling your proposal:

Section 1: Cover Letter and Proposer Information Sheet (Attachment A)

The Cover Letter and Proposer Information Sheet must be signed by a proposer representative and submitted as Section 1 of the response. Please include all contact information.

Section 2: Content of Services

Provide a description of the proposed services, including how the proposal will address the specifications included in Section 5.0 of the RFP.

Section 3: Proposer Qualifications and References

Provide a brief description of the proposer, including history; number of years the proposer has been in business; type of services provided; and legal status of proposer organization, i.e. corporation, partnership, etc.

Include documentation to verify Proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFP.

Describe successful projects or experiences in environments comparable or greater in size to Milwaukee County.

Proposer References

Proposer shall provide at least three client references including the names of the individuals you would propose DHHS contact, together with phone numbers and company names and addresses. DHHS strongly prefers that client references include at least one consumer leader, or a person with the lived experience of mental illness.

DHHS reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the proposer. DHHS also reserves the right to use other sources to obtain information about the proposed products and services.

Section 4: Price Information

Respondents to this RFP must clearly state their firm's pricing structure (Use Attachment D, Item # 7 for pricing, staffing and budgeted hours). All fees, charges, billing rates, et cetera, must be explained in detail. The price quoted must include the following:

1. Names of specific staff outlining which specific service they will be providing.
2. Estimated hours for each specific service offered.
3. Travel costs must be paid by the proposer and included in the proposal.
4. Documentation of the service is required and monthly progress reports are requested as well as final report with any on-going recommendations.

Section 5: Designation of Information as "Confidential" or "Proprietary"

Any restriction on the use of data contained within a request must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the proposer's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a Request for Proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of Milwaukee County.

Any materials submitted by the applicant in response to this Request for Proposal that the applicant considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats, or material which can be kept confidential under the Wisconsin public record law, must be identified on the Designation of Confidential and Proprietary Information form (Attachment D). Confidential information must be labeled as such. Costs (pricing) always become public information when proposals are opened, and therefore cannot be kept confidential. Any other requests for confidentiality MUST be justified in writing on the form provided and included in the proposal submitted.

Section 6: Additional Required Forms

Year 2012 Conflicts of Interest and Prohibited Practices (Item #1)

Year 2012 Equal Employment Opportunity Certificate (Item #2)

Year 2012 Equal Opportunity Policy (Item #3)

Certification Regarding Debarment and Suspension (Item #4)

Additional Disclosures (Item #5)

Statement of Deviations and Exceptions (if applicable) (Item #6)

Key Staff, Rate and Estimated Work Effort Sheet (Item #7)

Department of Audit Hotline (Item #8)

Section 7: Additional Materials, Brochures, Etc.

Please only include relevant and necessary information.

3.0 PROPOSAL SELECTION AND AWARD

3.1 Evaluation Criteria

A DHHS evaluation committee will be established to evaluate Proposers' responses to each of the RFP requirements. Each response will be reviewed, discussed, evaluated, and ranked by each of the committee members. Proposals should be complete on their face. Proposals that do not comply with instructions or are unable to comply with specifications contained in this Request for Proposal may be rejected by Milwaukee County. Milwaukee County retains the right to accept or reject any or all proposals or any part of a proposal in accordance with the best interest of Milwaukee County. Milwaukee County shall be the sole judge as to compliance with the instructions contained in this Request for Proposal.

Accepted Proposals will be reviewed and scored by representatives of the Behavioral Health Division. A panel will be composed to verify that the proposals meet all specified requirements. This verification may include requesting reports on the Proposer's financial stability, conducting demonstrations of Proposer's proposed products and services, and reviewing results of past awards to the Proposer by Milwaukee County. Accepted Proposals will be reviewed by a Review and scoring Panel and scored against the stated criteria. **A Proposer may not contact any member of the review panel except at the RFP Manager's direction.** A Proposer's unauthorized contact of a panel member shall be grounds for immediate disqualification of the Proposer's Proposal. The panel may review references and use the results in scoring the Proposals. However, DHHS reserves the right to make a final selection based solely upon review and scoring of the written Proposals should it find it to be in its best interest to do so.

Proposals are evaluated against the review and scoring criteria as indicated in the table below. Review Panel scores are presented to division administrator(s), who may, or may not recommend the highest scoring proposal(s) to the Standing Committee on Health and Human Needs. The Milwaukee County Board of Supervisors may reject the department's recommendations and ask for an additional review and scoring of proposal(s), or require a reissuance of the RFP for the program(s) being recommended. The County Executive may veto, in part or in whole, the County Board's action.

DHHS reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. DHHS may or may not require oral presentations in person or on the telephone and may request further information. Such determination for oral presentation can be made after initial review and ranking of the proposals based on the criteria outlined in the RFP. **The Proposer is responsible for any Proposal inaccuracies, including errors in the budget and any best and final offer (if applicable).** The DHHS reserves the right to waive RFP requirements or gain clarification from a Proposer, in the event that it is in the best interest of the DHHS to do so.

Proposals will be ranked based on the following criteria:

Price quoted	20%
Previous experience in similar projects	30%
Knowledge and experience of principle staff assigned to the project	30%
Services proposed for delivery	20%

3.2 Negotiations

DHHS may, at its sole option, open negotiations with the three highest ranking proposers after the proposal closing date and prior to award. DHHS reserves the right to delete or add services until the final contract signing.

3.3 Right to Reject Proposals

The DHHS reserves the right to reject any and all Proposals. This RFP does not commit the DHHS to award a contract, or contracts.

3.4 Notification of Intent to Award

All proposers who responded with a proposal to this RFP will be notified in writing of the County's intent to award or not award a contract as a result of this RFP. A Notification of Intent to Award a contract does not constitute an actual award of a contract, nor does it confer any contractual rights or rights to enter into a contract with the DHHS.

After Notification of Intent to Award is made, copies of all Proposals will be made available for other Proposer's inspection subject to proprietary information exclusion mentioned in Attachment D. Any such inspection will be conducted under the supervision of DHHS staff. Copies of Proposals will be made available for inspection for five working days from the date of issuance of letter of "Notice of Intent to Award" between 8:00 a.m. to 4:30 p.m. at:

Milwaukee County Department of Health and Human Services
 Contract Administration
 1220 W Vliet Street, Suite B-26
 Milwaukee, WI 53205

Proposers should schedule proposal reviews with with Cleo Stewart, at 414-289-5980 to ensure that space is available for the review.

3.5 Protest and Appeal Process

Only unsuccessful proposer(s) are allowed to file an appeal. On demand by such appellant(s), DHHS may provide the summary score(s) of review and scoring panel, but in no case will the names of panel members be revealed. "Notice(s) of Intent to Protest," and Protest(s), must be made in writing. The protest must be as specific as possible and should identify deviations from published criteria or Milwaukee County Code of General Ordinances, Milwaukee County Board Resolutions, rules or other procedures that are alleged to have been violated.

The written "Notice of Intent to Protest" must be filed with:

Dennis Buesing, Contract Administrator
Milwaukee County
Department of Health and Human Services
1220 W. Vliet St. Suite B-26
Milwaukee, WI 53205

and received in his office no later than five (5) working days after the Notices of Intent to Award are issued. No protest can be filed unless a "Notice of Intent to Protest" is filed per the above timeline. Late filing of such Notice of Intent to Protest will invalidate the protest.

The actual written Protest(s) should be filed with Héctor Colón, Director, Department of Health and Human Services, 1220 W. Vliet St., Suite 301, Milwaukee, WI 53205, and received in his office no later than five (5) working days from the date of receipt of a valid Notice of Intent to Protest. Late filing of the Protest will invalidate the protest.

The decision of the DHHS Director will be binding. A proposer may challenge the decision of the Director, per the process in Section 110 of the Milwaukee County Code of General Ordinances. DHHS may proceed to contract with the Proposer(s) selected even if an appeal is still pending if it is in the best interest of DHHS to do so.

3.6 Time Period For Retention of Unsuccessful Proposal and Scoring

DHHS will destroy all unsuccessful proposals after the period of appeal has passed and if no appeal is pending at that time. The detailed and summary proposal review scoring sheets will be retained per Milwaukee County retention policy.

3.7 Contract Terms and Funding

The contract(s) shall be between the County of Milwaukee Department of Health and Human Services, Behavioral Health Division, known as the "County" and the successful proposer known as the "Contractor". Contract is expected to begin by August 1, 2012 and conclude by July 31, 2013.

3.8 Billing/ Payment Requirements

Contractor shall invoice the County monthly for services rendered under the provisions of the contract. Invoicing after each month's service shall be no later than the 10th business day of the month following the end of the month and in the required format.

Milwaukee County reserves the right to make an adjustment to the monthly invoice based on documented units of service.

Invoices shall be sent electronically for approval, in such format as required, to the Behavioral Health Division (BHD).

3.9 Affirmative Action Plan

All contractors with an annual workforce of fifty (50) or more employees are required to submit a written affirmative action plan within one hundred twenty days (120) days after the award of the contract. The written affirmative action plan shall be submitted to:

Mr. Paul Grant, Audit Compliance Manager
Milwaukee County Department of Audit
2711 West Wells Street
Milwaukee, WI 53208
Phone: (414) 278-4292

"Affirmative Action Plan" is a written document that details an affirmative action program. Key parts of an affirmative action plan are: (1) a policy statement pledging nondiscrimination and affirmative action employment, (2) internal and external dissemination of the policy, (3) assignment of key employee as the equal opportunity officer, (4) a workforce analysis that identifies job classification where representation of women, minorities and the disabled is deficient, (5) goals and timetables that are specific and measurable and that are set to correct deficiencies and to reach a balance of work force, (6) revision of all employment practices to ensure that they do not have discriminatory effects, (7) establishment of internal monitoring and reporting systems to measure progress regularly, (8) **DBE Participation is required up to 17% of the value of the contract(s)** (see Attachment C).

3.10 Termination of Contract

The County may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor. Upon termination, the County's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the County. In the event the contractor terminates the contract, such termination will require written notice to that effect to be delivered by the contractor to the County not less than ninety (90) days prior to said termination.

Continuance of the contract beyond the limits of funds available shall be contingent upon appropriations of the necessary funds and the termination of this contract by lack of appropriations shall be without penalty.

4.0 ABOUT MILWAUKEE COUNTY

4.1 Behavioral Health Division

The Behavioral Health Division, part of DHHS, is a public sector system for the integrated treatment and recovery of persons with serious behavioral health disorders. The Behavioral Health Division has eight state licenses and provides services along the continuum of care. Included in these services are the following:

- Crisis Services branch operating 16 crisis respite beds, a mobile crisis outreach service, a Psychiatric Crisis Service emergency department (over 14,000 visits in 2011), an emergency hotline, and a walk-in clinic providing services and linkages to community resources.
- Acute Inpatient psychiatric hospital with 90 adult beds and 21 child/adolescent beds
- 68-bed facility for intellectual disabilities (ICFMR)
- 72-bed nursing home for persons with behavioral symptoms and co-morbid medical needs
- Two directly operated Community Support Programs serving 326 patients.
- CSP-level services for 911 additional patients via contracts with private vendors
- Targeted Case Management for 1,077 patients via contracts with private vendors
- Mental health services for 1,726 patients at two outpatient clinics via private contracts

4.2 Mental Health Redesign and Implementation Task Force

In 2011, pursuant to a resolution by the County Board of Supervisors (File No. 11-173), County Executive Chris Abele appointed members to a Mental Health Redesign and Implementation Task Force (“Task Force” hereafter) a public/private collaboration to redesign and implement changes to the mental health system in Milwaukee County. This action follows several reports, committees, and studies which propose changes toward stronger community-based, recovery-oriented mental health services. The Task Force has met monthly since July 2011 and oversees five action teams focused on the topics of Person Centered Care, Continuum of Care, Community Linkages, Quality, and Workforce. Beginning in October 2011, those teams reviewed the various recommendations established a consensus vision and a prioritized battery of recommendations.

5.0 TECHNICAL ASSISTANCE SPECIFICATIONS

Milwaukee County DHHS – on behalf of the Mental Health Redesign and Implementation Task Force, its Action Teams, and the many stakeholders represented therein – is requesting proposals for technical assistance to implement the confirmed recommendations for the redesign of the local mental health system. The key recommendations describe a community-based, recovery-oriented, integrated system that is driven by the needs, desires, and best interests of the people that it serves. To achieve this vision, the system must continue to decrease reliance on inpatient and emergency department services by increasing community-based service options and access. The system must also have a transition plan that promotes successful changes and assures continuous, high quality services. The successful proposer will provide facilitation support in deliberations and planning, as well as technical support for policy and financial aspects of the redesign and implementation. Contracted services must begin within sixty (60) days of notification of selection.

5.1 Expertise and Knowledge Base

The successful proposer will demonstrate a capacity to provide guidance that is informed by past experiences with system redesign initiatives, change management, and mental health service models for different populations (e.g. co-occurring conditions, intellectual disabilities, addiction). The proposer is expected to actively apply an awareness of national trends and substantial knowledge of system change in other urban areas, especially changes related to deinstitutionalization and expansion of community-based services. The proposer should be knowledgeable about funding sources, including Medicare and Medicaid as well as alternative funding sources. Familiarity with the health and human services funding and delivery systems in the State of Wisconsin and Milwaukee County is preferred, particularly with regards to the managed care model. Knowledge of the implications of the Affordable Care Act is also helpful. A demonstrated commitment to the principles of recovery and person-centered care is essential, as are cultural competency and experience working with diverse stakeholders including persons with the lived experience of mental illness. The proposer must demonstrate an understanding of Trauma-Informed Care, the role of Peer Specialists, and recovery planning.

5.2 Interaction with Stakeholders

It is expected that the successful proposer will be present in Milwaukee at least monthly, most likely in conjunction with the regularly scheduled meeting of the Task Force. The proposer will produce a communication strategy outlining how it will provide technical assistance to the Task Force's Executive Committee and Action Teams through means including but not limited to attendance at meetings, teleconferencing, and electronic communication. The proposer is to maintain regular contact with the Task Force co-chairs, Executive Committee, Action Team co-chairs, and County staff assigned to redesign activities. The successful proposer will help to define and maintain clear roles and responsibilities for the various stakeholder groups in the redesign and implementation process, including the aforementioned as well as consumer leaders, advocacy groups, providers, and others. The proposer will also work with Milwaukee County staff to ensure congruence of actions carried out by the various actors in the process.

5.3 Deliverables

The successful proposer will be expected to ensure the following deliverables:

- Facilitate the implementation and/or adaptation of service components in accordance with the redesign recommendations affirmed by the Action Teams and Task Force.
- Establish and adhere to a timeline for implementation of redesign recommendations.
- Analyze the current and anticipated utilization and cost of each service component.
- Identify public and private funding sources for services, and provide consultation on revenue maximization.
- Assess the existing mental health workforce and define strategies to anticipate and meet the future needs of the system.
- Define strategies for the ongoing involvement of diverse stakeholders (including persons with the lived experience of mental illness) in implementation and quality assurance processes.
- Achieve and sustain diverse community input, support, and enthusiasm.
- Establish metrics for evaluation of system changes
- Delegate action steps to responsible parties with clear timelines and expectations.

6.0 GENERAL REQUIREMENTS

6.1 Incurring Costs

Neither Milwaukee County nor its Authorized Representatives are responsible for expenses incurred by a Proposer to develop and submit its Proposal. The Proposer is entirely responsible for any costs incurred during the RFP process, including site visits for discussions, face-to-face interviews, presentations, or negotiations of the Contract.

6.2 Qualifying Proposals

Any special conditions or qualifications concerning price, delivery, ordering, etc., of items proposed must be noted in the proposal or proposal forms.

6.3 Deviation from Specifications

All deviations from the specifications must be noted in detail by the proposer, in writing (see Attachment D, Item #6 in last section of the RFP), at the time of submittal of the formal proposal. The absence of a written list of deviations from specifications at the time of proposal submittal will hold the proposer strictly accountable to the County to the specifications as written. Any deviations from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or item when delivered.

6.4 Taxation

Milwaukee County is exempt under the Sales Tax and Use Tax Laws of the State of Wisconsin, and the proposer shall not include such taxes in the bid prices or in subsequent invoicing.

ATTACHMENT A

SAMPLE COVER LETTER

(ON PROPOSER LETTERHEAD)

DATE:

David Johnson, RFP Manager
Marcia P. Coggs Human Services Center
1220 West Vliet Street, Room B26
Milwaukee, WI 53205

Dear Mr. Johnson:

I am familiar with the “*Request for Proposal for Technical Assistance*” set forth by Milwaukee County and am duly authorized to submit the attached proposal, and other submissions required per Section 2.1 of RFP, which, to the best of my knowledge, is a true and complete representation of the requested materials.

Sincerely,

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Proposer

Name:

PROPOSER INFORMATION SHEET

This form must be completed and submitted with proposal response. It is intended to provide Milwaukee County with information on the proposer's name and address and the specific persons who were responsible for preparation of the proposer's response. Each proposer must also designate a specific contact person who will be responsible for responding to Milwaukee County if any clarification of the proposer's response should become necessary.

Proposer Name: _____

Proposer Address: _____

Phone Number: _____ Fax: _____

E-mail: _____

Proposer Contact Person:

Phone Number: _____ Email: _____

Proposer Response Prepared By:

Name: _____ Title: _____

Signature: _____

ATTACHMENT B – INSURANCE REQUIREMENTS

INSURANCE

Contractor agrees to evidence and maintain proof of financial responsibility to cover costs as may arise from claims of tort, malpractice, errors and omissions, statutes and benefits under Workers' Compensation laws and/or vicarious liability arising from employees or agents. Such evidence shall include insurance coverage for Worker's Compensation claims as required by the State of Wisconsin, Commercial General Liability and/or Business Owner's Liability, Automobile Liability (if the Agency owns or leases any vehicles) and Professional Liability (where applicable) in the minimum amounts listed below.

Automobile insurance that meets the Minimum Limits as described in the Contract is required for all agency vehicles (owned, non-owned, and/or hired). In addition, if any Direct Service Provider of Contractor uses a personal vehicle for any purpose related to the provision of Covered Services, the Contractor shall have Automobile Liability Insurance that meets the Minimum Limits for non-owned and/or hired autos.

Contractor hereby certifies that Contractor's Direct Service Providers who use personal vehicles for any purpose related to the provision of Covered Services have in effect insurance policies in companies licensed to do business in the State of Wisconsin providing protection against all liability, including public liability and property damage, arising out of the use of their automobiles during the course of their employment. Contractor further certifies that said Direct Service Providers have a Driver's License valid in the state of Wisconsin.

If the services provided under the contract constitute professional services, Contractor shall maintain Professional Liability coverage as listed below. Treatment providers (including psychiatrists, psychologists, social workers) who provide treatment off premises must obtain General Liability coverage (on premises liability and off-premise liability), to which Milwaukee County is added as an additional insured, unless not otherwise obtainable.

It being further understood that failure to comply with insurance requirements might result in suspension or termination of the Contract:

<u>Type of Coverage</u>	<u>Minimum Limit</u>
<u>Wisconsin Workers' Compensation</u> or Proof of all States Coverage	Statutory
<u>Employers' Liability</u>	\$100,000/\$500,000/\$100,000
<u>Commercial General and/or Business Owner's Liability</u>	
Bodily Injury & Property Damage (Incl. Personal Injury, Fire, Legal Contractual & Products/Completed Operations)	\$1,000,000 - Per Occurrence \$1,000,000 - General Aggregate

Automobile Liability

Bodily Injury & Property Damage \$1,000,000 Per Accident
All Autos - Owned, Non-Owned and/or Hired
Uninsured Motorists Per Wisconsin Requirements

Professional Liability

To include Certified/Licensed Mental Health and AODA Clinics and Providers \$1,000,000 Per Occurrence
and \$3,000,000 Annual Aggregate
Hospital, Licensed Physician or any other As required by State Statute
qualified healthcare provider under Sect 655
Wisconsin Patient Compensation Fund Statute

Any non-qualified Provider under Sec 655 \$1,000,000 Per Occurrence/ Claim
Wisconsin Patient Compensation Fund Statute \$3,000,000 Annual Aggregate
State of Wisconsin (indicate if Claims Made
or Occurrence)

Other Licensed Professionals \$1,000,000 Per Occurrence
\$1,000,000 Annual aggregate or
Statutory limits whichever is higher

Should the statutory minimum limits change, it is agreed the minimum limits stated herein shall automatically change as well

Milwaukee County, as its interests may appear, shall be named as, and receive copies of, an “additional insured” endorsement, for general liability, automobile insurance, and umbrella/excess insurance. Milwaukee County DHHS must be afforded a thirty day (30) written notice of cancellation, or non-renewal. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable.

Exceptions of compliance with “additional insured” endorsement are:

1. Transport companies insured through the State “Assigned Risk Business” (ARB).
2. Professional Liability where additional insured is not allowed.

A Waiver of Subrogation for Workers’ Compensation by endorsement in favor of Milwaukee County is also required. A copy of the endorsement shall be provided.

Contractor shall furnish County annually on or before the date of renewal, evidence of a Certificate indicating the above coverages (with the Milwaukee County Department of Health and Human Services named as the “Certificate Holder,” as noted below). The Certificate shall be submitted for review and approval by County throughout the duration of this Contract. If said Certificate of Insurance is issued by the insurance agent, it is Contractor’s responsibility to ensure that a copy is sent to the insurance company to ensure that the County is notified in the event of a lapse or cancellation of coverage.

CERTIFICATE HOLDER

Milwaukee County Department of Health and Human Services
Contract Administrator
1220 W. Vliet Street, Suite B26
Milwaukee, WI 53205

If Contractor's Professional Liability insurance is underwritten on a Claims-Made basis, the Retroactive date shall be prior to or coincide with the date of this Contract, the Certificate of Insurance shall state that *professional malpractice or errors and omissions coverage, if the services being provided are professional services* coverage is Claims-Made and indicate the Retroactive Date, Provider shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract.

It is also agreed that on Claims-Made policies, either Contractor or County may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by Contractor.

Binders are acceptable preliminarily during the provider application process to evidence compliance with the insurance requirements.

All coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions, shall be submitted to County, if requested, to obtain approval of insurance requirements.

Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the Milwaukee County Risk Manager for approval prior to the commencement of activities under this Contract:

Milwaukee County Risk Manager
Milwaukee County Courthouse – Room 302
901 North Ninth Street
Milwaukee, WI 53233

The insurance requirements contained herein are subject to periodic review and adjustment by the County Risk Manager.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise firms owned at least 51% by socially and economically disadvantaged individuals, and certified by the State of Wisconsin UCP under CFR 49 Part 26.

1. The successful contractor/service provider shall comply with CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded contracts. In accordance with this Milwaukee County policy and US DOT requirements, the contractor/service provider shall ensure that DBEs have an opportunity to participate in this contract.
2. The Community Business Development Partners (CBDP) Office of Milwaukee County is authorized to make the determination that contractor/service provider has made a good faith effort (GFE) to achieve the required DBE participation by doing either of the following:
 - a. Show evidence that it has met the DBE participation by submitting a complete Commitment to Subcontract to DBE Firms (**DBD-014 form**) with their proposal; or
 - b. Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In which case the contractor/service provider must submit the Certificate of Good Faith Efforts (DBD-001 form) and all relevant documentation with their proposal.
3. The efforts employed by the contractor/service provider should be those that one could reasonably expect a contractor/service provider to take if the contractor/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. (49 CFR §26.53 and Appendix A to 49 CFR Part 26 which provides guidance regarding GFE).
4. In the event the CBDP Office determines that the contractor/service provider has failed to meet the GFE requirements, the contractor/service provider is entitled to appeal this determination. The provisions of 49 CFR §26.53(d) apply to such an appeal. A request for administrative reconsideration must be sent within three (3) calendar days of receiving written notice of the failure to meet the GFE requirement. The request should be sent to:

CBDP Office
City Campus, Room 830
2711 West Wells Street
Milwaukee, WI 53208
5. Prime contractor/service provider must submit with its proposal, the Sub-consultant Information Sheet (**DBD-002 form**); a complete Commitment to Subcontract to DBE Firms (**DBD-014 form**); or if the contractor/service provider is not able to meet the DBE goal, a complete Certificate of Good Faith Efforts (DBD-001 form) and all relevant documentation.
6. When evaluating a contractor’s proposed DBE commitment (**DBD-014 form**), Milwaukee County reserves the right to request any documentation from both the prime contractor and the listed DBE subcontractors. If the information requested is not submitted by the contractor within the time specified for such submission, Milwaukee County may award the contract to the next lowest responsive, responsible proposer.

7. The contractor/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization to the Community Business Development Partners (CBDP) Office after contract award. These shall include, but not be limited to DBE Utilization Reports, and other forms as directed. Failure to submit forms and reports as prescribed herein may result in delay of payments, or other sanctions deemed appropriate by the County, including those listed under Section (8), below.
8. When evaluating the performance of this contract after contract execution, Milwaukee County reserves the right to conduct compliance reviews and request, both from the prime contractor/service provider and DBE sub-consultant(s), documentation that would indicate level of compliance. If the contractor/service provider is not in compliance with the specifications, the County will notify the contractor/service provider in writing of the corrective action that will bring the contractor/service provider into compliance. If the contractor/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:
 - a. Terminate or cancel the contract, in whole or in part.
 - b. Remove the contractor/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three (3) years.
 - c. Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE goal, where the failure to meet the goal is the result of a finding by the CBDP Office of consultant/service provider's bad faith.
 - d. If the contractor/service provider has completed its contract, and the goal was not met due to an absence of good faith on the part of the contractor/service provider as determined under 49 CFR Part 26, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE goal. The County may in such case retain any unpaid contract amounts and retainage otherwise due the contractor/service provider, up to the amount of the unmet goal. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of unmet goal, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
9. **DBE Participation Goal:** Each prime consultant/service provider shall utilize DBE firms to a minimum of the specified DBE contract goal. DBE participation requirement relative to contract award shall be based upon the approved Milwaukee County Commitment to Subcontract to DBE Firms (DBD-014 form). Contractor/service providers receiving additional work on the contract in the form of addendum, etc. shall be expected to increase DBE participation proportionally.
10. Contractor/service providers should note that for the purpose of proposal evaluation, only DBEs that have been certified by the State of Wisconsin UCP prior to the proposal due date may be listed on the "Commitment to Subcontract with DBE Firms" form and counted towards the DBE requirements. If you need assistance related to certified DBE firms, contact the CBDP Office at (414) 278-4747.
11. Prime contractor/service provider shall be credited one hundred percent (100%) of expenditures to DBE firms toward the requirements, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. The Director of the CBDP Office through the application of

49 CFR §26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.

12. Prime contractor/service provider is required to notify the CBDP office if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBE firms.
13. Listing a DBE on the Commitment to Subcontract to DBE Firms Form shall constitute a written representation and commitment that the prime contractor/service provider has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the prime contractor/service provider will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract to DBE Firms form for the work and price set forth thereon. This agreement must be submitted to the CBDP Office within seven (7) days from the Notice to Proceed.
14. Prime contractor/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the prime consultant/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the prime contractor shall immediately contact the CBDP Office at (414) 278-5248. If needed, prime contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the prime contractor.
15. DBE Utilization Reports/Payment Applications After Contract Award. DBE Utilization Reports (**DBD-016 form**) must be submitted with the Payment Applications by the successful proposer after contract award. These reports must cover the period from the start of the project to the end of the period covered by the payment application being submitted or the period since the last payment application. The reports must be submitted even if no DBE activity took place during the period being reported. The County Project Manager will reject payment applications that are not in compliance with this section.
16. Final Payment Verification. The successful prime consultant/service provider must submit the "DBE Subcontractor Payment Certification" form (**DBD-018 form**) and the final DBE Utilization Report along with their Final Payment Application. The County Project Manager will not process the Final Payment Application if these reports are not submitted.
17. County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of the CBDP Office.

**COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE
COMMITMENT TO SUBCONTRACT WITH DBE FIRMS FORM INSTRUCTIONS**

INSTRUCTIONS:

1. **ALLOWANCES (Construction Related):** During the course of this project you will be using portions of the Allowance, which was initially deducted from your contract when you figured out your DBE requirement. As the allowance is used on the project, it is to be added back into the total contract price. An exception would be if the allowance being used is such that the DBE(s) cannot handle any portion of the work, the total contract amount will remain the same. In this case, it is necessary for the prime contractor to contact CBDP office immediately by phone and provide the dollar amount involved and the reasoning for DBEs not being utilized. In addition, a follow-up letter documenting the information is required.
2. **CHANGE ORDERS:** Any prime contractor receiving additional work on the contract in the form of change orders, etc., will be expected and required to increase the amount of DBE participation proportionally. Any time you receive additional work of any type, the prime contractor is required to contact the CBDP office immediately.
3. **WRITTEN CONTRACTS WITH DBEs:** CBDP requires that prime contractors enter into a contract (please send a copy to CBDP) with the DBE subcontractor(s), outlining the type of work to be performed and the dollar amount specified in this form. Also included in the contract will be the method of retainage, which is to be based on the same percentage that will be retained by the County from the prime contractor's contract. When the County reduces the amount of retainage, a like reduction should be retained from the payment to the DBE. *By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract.*
VIOLATION OF THE TERMS OF THE AFFIDAVIT WILL BE GROUNDS FOR TERMINATION OF YOUR CONTRACT.
4. **DBE UTILIZATION REPORTS:** A DBE Utilization Report must be submitted with each payment application for the previous period's activity, even if no activity took place during the period being reported. CBDP may request that payments be withheld to the prime contractor who is not in compliance.
5. **SUBSTITUTIONS:** The prime contractor must submit a written request for the substitution of a DBE firm specifying the reason for the request. Approval must be obtained prior to making a substitution.
6. **TRUCKING FIRMS:** DBE trucking firms will be given credit for trucks leased from other DBE firms. If the DBE leases trucks from non-DBE firms, only the fee or commission will be counted for DBE crediting.
7. **PAYMENT APPLICATIONS:** DBE Utilization Reports (DBD-016PS form) must be submitted with each and every Payment Application including invoices. These reports must cover the period from the start of the project to the end of each period covered by payment applications being submitted, until the end of the contract when the last payment application is submitted. The department contract administrator will reject payment applications that are not in compliance with this section.

IF YOU HAVE ANY CONCERNS, CONTACT THE CBDP OFFICE AT (414) 278-5248



FIRM _____

Project No. _____

SUBCONTRACTOR/SUPPLIER INFORMATION SHEET

Pursuant to Federal Regulations, Milwaukee County is required to collect information on sub-consultants submitting quotes to prime consultants/service providers that submit proposals on Milwaukee County projects. Provide the following information on both DBE and non-DBE sub-consultants bids and/or quotes. **Submit this information with proposal.**

<input checked="" type="checkbox"/> *	Name	DBE Yes/No	Address	Date Firm Established	Annual Gross Receipts (**)	Work or Service to be Performed

(*) Check if this sub-consultant's quote has been used in your proposal.

(**) Annual Gross Receipts: A: Less than \$250,000 B: \$250,000 to \$500,000 C: \$500,000 to 1 million
D: \$1 million to \$5 million E: \$5 million to \$15 million F: More than \$15 million

Note: Information gathered on the background and financial status of firms is protected from disclosure.



**MILWAUKEE COUNTY
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE**

CERTIFICATE OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts implemented by the bidder/respondent in soliciting and utilizing DBE firms to meet DBE participation requirements. This certificate will assist Milwaukee County in determining whether the bidder/respondent provider has implemented comprehensive good faith efforts.

Failure to implement “good faith” efforts to the satisfaction of Milwaukee County could result in the rejection of the proposal.

I, _____, do hereby acknowledge that I am the _____ of _____, who has been identified as a bidder/respondent on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	Pledged

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goals on this project (Attach additional pages if necessary.)

I hereby certify that I have utilized comprehensive “good faith” efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract proposal, as demonstrated by my responses to the following questions:

A. Identifying Subcontract Work Items

Bidder/respondent is encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, bidder/respondent will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

1. Which portion(s) or section(s) of the contract proposal, in terms of the nature of work, were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?

B. Notifying DBE Firms of Contracting Opportunities

2. In the table below, indicate which firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all companies contacted are listed. (Attach photocopies of all written solicitations to DBE firms to this certificate.)

Company Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call

3. Identify publications in which announcements or notifications were placed and published, if any. (Attach copies of proof of each announcement or notification.)

Published Announcement/Publication (please describe)	Date

4. Identify DBE associations or organizations that received written notifications, including dates of all notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. (Attach copies of letters sent as proof of notification.)

DBE Association/Organization	Date of Notification	Contact Person	Date of Follow-Up Call

5. Were the services of the Milwaukee County’s Community Business Development Partners (CBDP) Office used to assist in the recruitment of DBE firms?

Yes _____ No _____

Contact was made by: telephone _____ written correspondence _____

Date contacted: _____ Person Contacted: _____

C. Providing DBEs With Assistance

6. Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract:

7. Describe any efforts undertaken to assist interested DBE firms in obtaining lines of credit or insurance required by Milwaukee County or the contractor:

8. Describe any other efforts initiated to provide special assistance to DBE firms interested in participating in the project.

D. Soliciting Proposal/Quotes From Interested DBE Firms

Bidder/respondent must solicit proposal/quotes in good faith with interested DBE firms. Quotes, proposals, and bids from interested DBE firms must not be rejected by contractors without sound justification.

9. Indicate in the table below which DBE firms submitted quotes on the contract proposal. Also, provide a brief explanation of why any of these DBE project quotes were rejected. Please attach additional pages(s) if necessary.

Name/Address/Contact Person of DBE Firm	Work Quoted and Explanation for Rejecting Quotes

10. Other comments you want Milwaukee County to consider:

NOTE: The information requested as set forth above is the minimum information required by Milwaukee County’s Community Business Development Partners (CBDP) Office and CBDP may request the Contractor to submit information on certain other actions taken to secure DBE participation in an effort to meet the goals.

AFFIDAVIT

STATE OF WISCONSIN

COUNTY OF _____

The undersigned, having been first duly sworn, says that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: _____
Authorized Representative

Subscribed and sworn to before me:

This _____ day of _____, 20 ____.

Notary Public

My commission expires _____, 20 ____.

**APPENDIX "A" TO 49 CFR PART 26
GUIDANCE CONCERNING GOOD FAITH EFFORTS**

- I. When Milwaukee County establishes a DBE contract goal a bidder/proposer must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part, which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

- II. In any situation in which Milwaukee County has established a contract goal, part 26 requires you to use the good faith effort mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder/proposer that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

- III. The following is a list of types of actions, which Milwaukee County will consider as part of the bidder/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:
 - A. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty the DBEs are interested by taking appropriate steps to follow up initial solicitations.
 - B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
 - C. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the

- solicitation. The bidder/proposer must determine with certainty the DBEs are interested by taking appropriate steps to follow up initial solicitations.
- D. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
 - E. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
 - F. Negotiating in good faith with interested DBEs.
 - (1) It is the consultant/service provider's responsibility to make a portion of the work available to DBE subcontractors and to select those portions of the work consistent with the available DBE subcontractors, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
 - (2) A consultant/service provider using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder/proposer's failure to meet the contract DBE goal, as long as reasonable. Also, the ability or desire of a consultant/service provider to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Prime consultants/service providers, contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
 - G. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
 - H. Making efforts to assist interested DBEs in obtaining lines of credit or insurance as required by the recipient or contractor.
 - I. Making efforts to assist interested DBEs in obtaining necessary resources or related assistance or services.
 - J. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

In determining whether a consultant/service provider has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract. For example, when the apparent successful consultant/service provider fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful consultant/service provider could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average DBE participation obtained by other consultants/service providers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.

SUBMIT WITH ALL YOUR
PAYMENT APPLICATIONS

**DISADVANTAGED BUSINESS ENTERPRISE
"DBE" UTILIZATION REPORT***

NAME OF FIRM _____ TELEPHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PROJECT TITLE _____ PROJECT # _____

TOTAL CONTRACT \$ AMT _____ TOTAL CONTRACT PAYMENT YTD \$ _____ CONTRACT % COMPLETE _____

TOTAL DBE CONTRACT \$ AMT _____ TOTAL DBE PAYMENT YTD \$ _____ DBE % COMPLETE _____ **

COUNTY PROJECT/CONTACT PERSON _____ TELEPHONE NO. _____

REPORT FOR THE PERIOD FROM: _____ TO: _____ 200 _____ FINAL REPORT: () Yes () No

List Disadvantaged Business Enterprise firms utilized in connection with the above Project, either as sub consultants or suppliers in the last period.

NAME OF DBE FIRM	SUB-CONTRACT \$ AMOUNT	WORK/SERVICE PERFORMED	AMT. OF PAYMENTS THIS PERIOD	AMT. OF PAYMENTS TO DATE	REMAINING BALANCE

Report Prepared by: _____ Approved by: _____

(Name & Title)

**If the % DBE completion is less than the % contract completion, please attach an explanation as to why the DBE requirements are not being met at this time.

DBD-016

Form Rev. 07/10/09

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

This report must be submitted with each payment application.

1. Prime consultant's registered company name.
2. Prime consultant's business telephone number.
3. Prime consultant's business address.
4. City in which prime consultant firm is located.
5. State in which prime consultant is located.
6. Zip code for prime consultant's place of business.
7. Name of County Project
8. Project number as stated in the Bid Announcements and Specifications.
9. Total dollar amount of contract awarded prime consultant by Milwaukee County.
10. Total dollar amount of payments to all employees, suppliers and all subconsultants to date.
11. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
12. Telephone number of the above County representative.
13. The period and year for which payments are being reported.
14. The line next to Final Report is to be checked only when the final payments have been made to all DBE subconsultants.
15. The name(s) of DBE firm(s) having received payment in the preceding month or period.
16. Total dollar amount of the work subcontracted to the listed firm(s).
17. The work or service performed by the listed DBE firm(s).
18. The dollar amount of payments made to each DBE subconsultant for the period being reported.
19. The total dollar amount paid to each DBE subconsultant to date (cumulative). As an example--if the report covers the first payment to a DBE subconsultant, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subconsultant to date.
20. Remaining balance of the subcontract to the listed DBE firm(s).
21. Prime consultant's staff that actually prepared the report.
22. Prime consultant's officer or personnel authorized to review and approve the DBE Utilization Report.
23. Please mail this form to: CBDP Office, 2711 W. Wells Street, Room 807, Milwaukee, WI 53208

THIS REPORT MUST BE SUBMITTED EACH PAYMENT APPLICATION EVEN IF NO ACTIVITY TOOK PLACE DURING THE PERIOD BEING REPORTED

IF YOU HAVE ANY PROBLEMS OR CONCERNS WITH ANY DBE, CALL THE CBDP OFFICE AT (414) 278-5248

**MILWAUKEE COUNTY
COMMUNITY BUSINESS DEVELOPMENT PARTNERS OFFICE
DBE SUBCONSULTANT PAYMENT CERTIFICATION**

“DBE” SUBCONSULTANT PAYMENT CERTIFICATION

This form must be attached to the final Certificate for Payment Request by Primary Contractor/Consultants.

County Department Issuing Contract/Project _____

Contract/Project Title _____

DBE Firm: _____

Project No. _____ **Project Name:** _____

***SECTION (A) DBE COMPANY COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$_____ total payment for subcontract work on the above referenced Milwaukee County project or contract.

Date _____, 200____

***SECTION (B) BOTH PRIME CONSULTANT AND DBE COMPANY COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE SUBCONSULTANT AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$_____ and will pay the balance of \$_____ to _____ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project.

Date _____, 200____

(Prime Consultant/Contractor’s Signature)

(Print Name & Title)

(DBE Subconsultant/Subcontractor Signature)

(Print Name & Title)

Instruction for locating State of Wisconsin Certified DBEs

DBE Vendor Listing:

1. Go to www.county.milwaukee.gov
2. In the search box, type “certified vendor list”
3. Choose certified vendor list link
4. Select the WisDOT certification program directory of certified DBEs
5. You will be directed to the WisDOT UCP directory of State wide DBEs

If you have any questions regarding the directory, please contact the CBDP office at (414) 278-4747

ATTACHMENT D – MISCELLANEOUS FORMS

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to the Technical Assistance Request for Proposal includes proprietary and confidential information, which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are open, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c). Wis. Stats. as follows: “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique, or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HERBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD MILWAUKEE COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF MILWAUKEE COUNTY’S AGREEMENT TO WITHHOLD THE MATERIALS.

Failure to include this form in the Request for Proposal may mean that all information provided as part of the proposal response will be open to examination and copying. Milwaukee County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold Milwaukee County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
(Signature)

Authorized Representative _____
(Type or Print)

Date _____

ITEM #1 –YEAR 2012 CONFLICTS OF INTEREST AND PROHIBITED PRACTICES

Interest in Contract

No officer, employee or agent of the County who exercises any functions or responsibilities with carrying out any services or requirements to which this contract pertains has any personal interest, direct or indirect, in this contract.

Interest of Other Public Officials

No member of the governing body of a locality, County or State and no other public official of such locality, County or State who exercises any functions or responsibilities in the review or approval of the carrying out of this contract has any personal interest, direct or indirect, in this contract.

Contractor covenants s/he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services under this contract. Any conflict of interest on the part of the Contractor will be disclosed to the County. In the event Contractor has a conflict of interest that does not permit Contractor to perform the services under the contract with respect to any client or recipient, Contractor will notify the County and will provide the County with all records and reports relating to same.

Prohibited Practices

Contractor attests that it is familiar with Milwaukee County’s Code of Ethics, Chapter 9 of Milwaukee County Code of General Ordinances, which states in part, “No person may offer to give any County officer or employee or his immediate family, or no County officer or employee or his immediate family may solicit or receive anything of value pursuant to an understanding that such officer’s or employee’s vote, official action, or judgment would be influenced thereby.”

Said chapter further states, “No person(s) with a person financial interest in the approval or denial of a contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any candidate for an elected County office that has final authority during its consideration. Contract considerations shall begin when a contract is submitted directly to a County department or to an agency until the contract has reached its final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval.”

Where Agency intends to meet its obligations under this or any part of this Request For Proposal through a subcontract with another entity, Agency shall first obtain the written permission of County; and further, Agency shall ensure it requires of its subcontractors the same obligations incurred by Agency under this Request For Proposal.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Agency: _____

ITEM #2 - YEAR 2012 EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE FOR MILWAUKEE COUNTY CONTRACTS

In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, SELLER or SUCCESSFUL BIDDER or CONTRACTOR or LESSEE or (Other-specify),(Hence forth referred to as VENDOR) certifies to Milwaukee County as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

Non-Discrimination

VENDOR certifies that it will not discriminate against any employee or applicant for employment because of race, color, national origin, sex, age or handicap which includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

VENDOR will post in conspicuous places, available to its employees, notices to be provided by the County setting forth the provision of the non-discriminatory clause.

A violation of this provision shall be sufficient cause for the County to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the contractor for use in completing the contract.

Affirmative Action Program

VENDOR certifies that it will strive to implement the principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the utilization of women, minorities, and handicapped persons and other protected groups, at all levels of employment in all divisions of the vendor's work force, where these groups may have been previously under-utilized and under-represented.

VENDOR also agrees that in the event of any dispute as to compliance with the aforesated requirements, it shall be his responsibility to show that he has met all such requirements.

Non-Segregated Facilities

VENDOR certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location under its control, where segregated facilities are maintained.

Subcontractors

VENDOR certifies that it has obtained or will obtain certifications regarding non-discrimination, affirmative action program and nonsegregated facilities from proposed subcontractors that are directly related to any contracts with Milwaukee County, if any, prior to the award of any subcontracts, and that it will retain such certifications in its files.

Reporting Requirement

Where applicable, VENDOR certifies that it will comply with all reporting requirements and procedures established in Title 41 Code of Federal Regulations, Chapter 60.

Affirmative Action Plan

VENDOR certifies that, if it has 50 or more employees, it will develop and/or update and submit (within 120 days of contract award) an Affirmative Action Plan to: Mr. Paul Grant, Audit Compliance Manager, Milwaukee County Department of Audit, 2711 West Wells Street, Milwaukee, WI 53208 [Telephone No.: (414) 278-4292].

VENDOR certifies that, if it has 50 or more employees, it has filed or will develop and submit (within 120 days of contract award) for each of its establishments a written affirmative action plan. Current Affirmative Action plans, if required, must be filed with any of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, 2711 West Wells Street, Milwaukee, WI 53208 [Telephone No.: (414) 278-4292].

If a current plan has been filed., indicate where filed _____ and the years covered _____. VENDOR will also require its lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

Employees

VENDOR certifies that it has (No. of Employees) _____ employees in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington, Wisconsin) and (No. of Employees) ___ employees in total.

Compliance

VENDOR certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other notification of noncompliance with EEO regulations.

Executed this _____ day of _____, 20____ by: Firm Name _____

By _____ Address _____
(Signature)

Title _____ City/State/Zip _____

ITEM #3 - YEAR 2012 EQUAL OPPORTUNITY POLICY

_____ is in compliance with the equal opportunity policy and standards of the Wisconsin Department of Health and Family Services and all applicable Federal and State rules and regulations regarding nondiscrimination in employment and service delivery.

EMPLOYMENT - AFFIRMATIVE ACTION & CIVIL RIGHTS

It is the official policy of _____ that no otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subjected to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability, arrest or conviction record, sexual orientation, military/veteran status or military participation. We pledge that we shall comply with Affirmative Action and Civil Rights standards to ensure that applicants are employed and that employees are treated during their employment without regard to the above named characteristics. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

_____ has a written Affirmative Action Plan which includes a process by which discrimination complaints may be heard and resolved.

SERVICE DELIVERY - CIVIL RIGHTS

It is the official policy of _____ that no otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits or otherwise be subjected to discrimination in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability, arrest or conviction record, sexual orientation, military/veteran status or military participation. We pledge that we shall comply with civil rights laws to ensure equal opportunity for access to service delivery and treatment without regard to the above named characteristics. _____ has a written Civil Rights Action Plan which includes a process by which discrimination complaints may be heard and resolved.

All officials and employees of _____ are informed of this statement of policy. Decisions regarding employment and service delivery shall be made to further the principles of affirmative action and civil rights.

To ensure compliance with all applicable Federal and State rules and regulations regarding Equal Opportunity and nondiscrimination in employment and service delivery, _____ has been designated as our Equal Opportunity Coordinator. Any perceived discrimination issues regarding employment or service delivery shall be discussed with Ms./Mr. _____. Ms./Mr. _____ may be reached during week days at _____.

A copy of the Affirmative Action Plan and/or the Civil Rights Action Plan including the process by which discrimination complaints may be heard and resolved is available upon request.

(Director or Chief Officer) (Title) (Date)

This Policy Statement shall be posted in a conspicuous location.

ITEM #4 - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

DEBARMENT AND SUSPENSION

The applicant certifies to the best of its knowledge and belief, that its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Agency: _____

ITEM #5 - ADDITIONAL DISCLOSURES

1. Has your company or any representative, owner, partner or officer ever failed to perform work awarded or had a contract terminated for failure to perform or for providing unsatisfactory service?

Yes No If yes, on a separate page please provide a detailed explanation.

2. Within the past five (5) years, has your organization or any representative, owner, partner or officer (collectively “your company”) ever been a party to any court or administrative proceedings or disciplinary action, where the violation of any local, state or federal statute, ordinance, rules, regulation, or serious violation of company work rules by your Company was alleged?

Yes No If yes, on a separate page, please provide a detailed explanation outlining the following:

Date of citation or violation, Description of violation, Parties involved, Current status of citation

3. Have you, any principals, owners, partners, shareholders, directors, members or officers of your business entity ever been convicted of, or pleaded guilty, or no contest to, a felony, serious or gross misdemeanor, or any crime or municipal violation, involving dishonesty, assault, sexual misconduct or abuse, or abuse of controlled substances or alcohol, or are charges pending against you or any of the above persons for any such crimes by information, indictment or otherwise?

Yes No If yes, on a separate page, please provide a detailed explanation.

4. The Proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The prices in this Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/Proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Proposer or to any competitor; and

No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Agency: _____

ITEM #6 - STATEMENT OF DEVIATIONS AND EXCEPTIONS

Proposer(s) has reviewed the RFP and other Requirements in their entirety and has the following exceptions and deviations:

(Please list your exceptions and deviations by indicating the section or paragraph number, and page number, as applicable. Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully. Be specific about your objections to content, language, or omissions. Add as many pages as required.)

Name of Authorized Representative

Title

Signature of Authorized Representative

Date

ITEM #8 – DEPARTMENT OF AUDIT HOTLINE INFORMATION

Department of Audit Hotline

Milwaukee County has set up the Department of Audit Hotline to be the primary conduit for concerned employees, citizens, and contractors to communicate allegations of fraud, waste and abuse involving County government. Milwaukee County’s resolution states, in part,

“all department heads and administrators of Milwaukee County are hereby directed to provide information regarding Milwaukee County Department of Audit Fraud Hotline to all professional service and construction contractors when they commence work for Milwaukee County and, further, that instructions and bulletins shall be provided to said contractors that they post this information in a location where their employees will have access to it and provide said information to any and all subcontractors that they may retain; and

...Milwaukee County funded construction and work sites shall also have posted the bulletin that the Department of Audit has developed which provides the Fraud Hotline number and other information and the Department of Public Works shall inform contractors of this requirement”

A Hotline bulletin is attached. Please distribute the revised bulletin to contractors as contracts are let or renewed and also post it prominently at all County employee work locations associated with your organization (See flyer under Appendices).

Certified that, the copies of Audit Hotline poster have been posted at the prominent locations within our organization.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Agency: _____



MILWAUKEE COUNTY GOVERNMENT

H O T L I N E

**Ph: (414) 93-FRAUD – Fax: (414) 223-1895
(933-7283)**

Write: Department of Audit Hotline- 2711 W. Wells St., 9th Floor, Milwaukee, WI 53208
Website: my.execpc.com/~milcoaud

A service of the Milwaukee County Department of Audit

For Reporting:

- Concerns over inefficient Milwaukee County government operations
- Incidents of fraud or waste in County government
- Ideas for improving efficiency and/or effectiveness of services

CALLERS NOT REQUIRED TO IDENTIFY THEMSELVES

----- Other Numbers -----

Milwaukee County:		Sheriff's Department -	
Aging - Elder Abuse Helpline	414-289-6874	Community Against Pushers	414-273-2020
Child Support - TIPS Hotline		(Anonymous Drug Reporting)	
(Turn in Parents for Support)	414-278-5222	Guns Hotline	414-278-4867
District Attorney -		W-2 Fraud	414-289-5799
Consumer Fraud Unit	414-278-4585		
Public Integrity Unit	414-278-4645		
Mental Health		City of Milwaukee:	
Crisis Hotline	414-257-7222	Fraud Hotline	414-286-3440
Crisis Hotline (TTY/TDD)	414-257-6300		
		State of Wisconsin:	
		Child Abuse or Neglect Referrals	414-220-7233
		Wisconsin Shares Fraud Hotline	877-302-3728
		Federal:	
		Food Stamp Fraud	1-800-424-9121
		Medicare Fraud	1-800-447-8477
		NEW! Stimulus Package Fraud	1-800-424-5454

(6/1/09)